

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
EDD EXECUTIVE STAFF
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: WIA INITIAL LOCAL PLANNING GUIDANCE

This information bulletin transmits the local area Workforce Investment Act (WIA) Initial Local Planning Guidance for developing a 5-year strategic plan. The schedule and deadlines noted in this bulletin supercede all previous information.

The WIA requires all designated local workforce investment areas to complete a 5-year strategic plan describing the development of a comprehensive workforce investment system. The local plan is a collaborative process requiring the efforts of the Chief Elected Officials (CEO), local board, and one-stop system partners and stakeholders.

The State has provided this guidance to the appropriate CEOs of entities that have filed WIA designation applications. This information was mailed to the CEOs on December 8, 1999. This informational package is being distributed to all existing Service Delivery Areas to assist staff in meeting responsibilities they may have in developing these local plans.

A local area's deadline for submitting its plan depends upon whether it plans on requesting WIA youth transition funds (Job Training Partnership Act Information Bulletin B99-31, dated October 12, 1999). For local areas requesting youth transition funds, the State must receive the local plan by March 1, 2000. All other areas must deliver their local plan by March 31, 2000.

For questions regarding this information, please contact Norma McKay or Jose Luis Marquez from the California Office of Workforce Investment at (916) 654-9995. Additional information regarding WIA implementation is available on the CalWIA Web site at <http://www.calwia.org/>.

/S/ BILL BURKE
Assistant Deputy Director

Attachments

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice) or (916) 654-9820 (TTY).



INITIAL
PLANNING GUIDANCE AND INSTRUCTIONS
FOR SUBMISSION OF THE STRATEGIC
FIVE-YEAR LOCAL PLAN
FOR
THE WORKFORCE INVESTMENT ACT OF 1998
(WORKFORCE INVESTMENT SYSTEMS)

State of California
California Office of Workforce Investment
P.O. Box 826880, MIC 45
Sacramento, CA 94280-0001

STATEMENT OF PURPOSE

This planning guide provides assistance to Chief Elected Officials and local workforce investment boards in developing local five-year strategic plans required under the Workforce Investment Act (WIA). The development of the local plan is key to building a comprehensive local workforce investment system that supports the State's strategy and envisioned system under the WIA. The plan must be prepared by the local board in partnership with the appropriate Chief Elected Official, and must be consistent with the State plan. [WIA, Section 118 (a)]

REFERENCES

- The *Workforce Investment Act of 1998*, Title I Chapter 2, Local Provisions, Section 118. Local Plan, August, 1998.
- *Workforce Investment Act; Interim Final Rule*, Part 661, Subpart C-Local Governance Provisions, April 15, 1999.
- *Planning Guidance and Instructions for Submission of the Strategic Five-Year State Plan for Title I of the Workforce Investment Act of 1998 (Workforce Investment Systems) and the Wagner-Peyser Act*, U.S. Department of Labor, February 1999.

EFFECTIVE DATE AND PLANNING TIMELINE

This *Initial Local Planning Guidance and Instructions* becomes effective upon release. It is anticipated that *Supplemental Local Planning Guidance and Instructions* addressing areas awaiting California Workforce Investment Board policy or changes resulting from the WIA Final Rule will be released at a later date. These planning components, along with the *Local Workforce Investment Board Application, Membership Criteria, and Certification Process* (which will be issued when approved by the State Board and Governor) will comprise the core operational plan for local areas.

Local areas must submit a five-year Local Workforce Investment Plan by March 31, 2000 to be able to begin WIA operations on July 1, 2000.

Exception – if the local area is planning to receive advance WIA youth funding (available April 1, 2000), the local plan must be submitted by March 1, 2000.

BACKGROUND

The WIA of 1998 represents a national consensus on the need to restructure a multitude of federally funded workforce development programs into an integrated workforce investment system. It is envisioned that this system will better respond to the employment needs of its many customers including current workers, unemployed workers, dislocated workers, new entrants to the labor force, and employers, among others.

In California, implementation of WIA is also set in the context of building on the State's significant investment and related momentum in implementing major initiatives affecting workforce development including:

- The State's Performance-Based Accountability System established by Senate Bill 645, commonly referred to as the "report card system" for workforce development programs;
- The establishment of the State's One-Stop Career Center System;
- Implementation of the California Work Opportunity and Responsibility to Kids (CalWORKS) and related Welfare-to-Work Programs;
- Funding and support of local School-to-Career partnerships;
- Regional partnerships and policy framework developed under the State Regional Workforce Preparation and Economic Development Act; and
- The establishment of the State's CalJOBS internet-based job listing system that enables job seekers, employers, and partners direct access to services.

The WIA also reflects a strong commitment among stakeholders in the public employment and training system to fundamentally redirect services based on informed customer choice and performance accountability. The WIA incorporates seven key principles for the workforce investment system to guide this redirection.

Building on the principles established by the federal partners, California has set strategic goals as discussed below and identified preliminary strategies to accomplish these goals. It will be incumbent on our local partners to identify strategies and objectives for local workforce investment systems to support the accomplishment of California's strategic goals.

VISION

California's workforce investment system will advance the State's role in the global economy, offer all Californians opportunities to maximize their employment potential, provide employers with a highly skilled, dynamic workforce, and support California's economic growth.

PRINCIPLES AND STRATEGIC GOALS

- **Streamlining Services.** Streamlining services through the integration of multiple employment and training programs, including the Workforce Investment Act and the Wagner-Peyser Act, at the "street level" through One-Stop service centers.

Goal 1: Employment, training, and education programs will be integrated and coordinated in a manner which allows customer needs to be met, avoids duplication

of services, and utilizes the One-Stop Career Center System to provide services. The system's primary customers include the State's current and future workforce, and employers who depend on the availability of a competitive, skilled workforce.

- **Empowering Individuals.** Empowering individuals with the information and resources they need to manage their own careers through Individual Training Accounts (ITA) and better statistics on the performance of service providers, as well as on the skills demanded by employers.

Goal 2: Customers will be provided relevant information and assistance to guide them in making informed, effective decisions about their career goals, and be provided with information about the services and training available.

- **Universal Access.** Universal access for all job seekers to a core set of career decision making and job search tools.

Goal 3: Services will be available to all Californians through the One-Stop service delivery system. Services will be provided on a non-discriminatory basis, with reasonable accommodations available to individuals who may have special needs.

- **Increased Accountability.** Increased accountability of the delivery system to achieve improved results in job placement, earnings, retention in unsubsidized employment, skill gains, and occupational/academic credentials earned.

Goal 4: Service providers and program operators will be responsible for achieving performance outcomes in accordance with established levels and program requirements.

- **Strong Role for Local Boards and the Private Sector.** Strong role for local boards and the private sector by shifting emphasis from "hitty gritty" operational details to strategic planning and oversight of the One-Stop delivery system.

Goal 5: Chief Elected Officials, in partnership with local workforce investment boards, other governing bodies, and the State will be responsible for strategic planning, establishing performance levels, and for the success of local workforce investment systems.

- **State and Local Flexibility.** State and local flexibility to ensure that delivery systems are responsive to the needs of local employers and individual communities.

Goal 6: The State Board will exercise its option to develop policies that promote statewide system building and will provide local communities with the flexibility to design programs and services to meet local needs.

- **Improved Youth Programs.** Improved youth programs that strengthen linkages between academic and occupational learning and other youth development activities.

Goal 7: California's Workforce Investment System will provide youth with the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.

LOCAL PLAN SUBMISSION

Format for submittal of the local plan:

- ◆ Organize the plan by sections, following the same order as these planning instructions;
- ◆ Length of plans should be no more than 40 pages (without attachments);
- ◆ Include a table of contents with page numbers;
- ◆ Use 8.5 X 11 white paper;
- ◆ Set the left hand margin at one inch;
- ◆ Text should be typed with a font size of 12 or greater;
- ◆ Secure original and copies with binder clips;
- ◆ List the attachments and place them at the end of the plan.

Include with your plan a signed copy of the Memorandum of Understanding between the board and each One-Stop partner, concerning the operation of the One-Stop delivery system in the local area. (WIA, Section 118(b)(2)(B))

Submit your WIA Local Plan, one original and five copies, to:

**Office of Workforce Investment
State of California
P.O. Box 826880, MIC 45
Sacramento, California 94280-0001**

PLAN APPROVAL

Local Plans submitted pursuant to WIA Section 118, the Initial Local Planning Guidance, as well as any Supplemental Local Planning Guidance will be formally reviewed for up to ninety days by the staff for compliance with the provisions of the Workforce Investment Act and this planning guidance.

Plans that are consistent with and meet all provisions of the Act, the Initial Local Planning Guidance, as well as any Supplemental Planning Guidance will be considered approved after 90 days.

STRATEGIC FIVE-YEAR LOCAL WORKFORCE INVESTMENT PLAN

FOR

TITLE I OF THE WORKFORCE INVESTMENT ACT OF 1998 (WORKFORCE INVESTMENT SYSTEM)

For the Local Workforce Investment Area:

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EXECUTIVE SUMMARY

Enclose a brief summary, not more than two pages, of the five-year strategic local plan that gives a general overview of the proposed local workforce investment system. Include a description of how the system looks today, and how it will change over the five-year plan period. Include a discussion of the local board's economic and workforce investment goals and how the local system will support these goals.

I. PLAN DEVELOPMENT PROCESS

WIA gives States and local areas a unique opportunity to develop employment and training systems tailored specifically to State and local area needs. The local plan is only as effective as the partnership that implements it. The plan should represent a collaborative process among the Chief Elected Official and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. This collaborative planning at all stages should drive local system development, create strategies for improvement, and provide the opportunity for stakeholder and public participation, review and comment.

In this section, describe the plan development process, including a discussion of how comments received during the public comment period were incorporated within the plan. [WIA, Section 118(c)(1)]

(Please note: we recognize that local areas are required to develop various related local plans and we encourage you, whenever feasible and appropriate, to use planning information that has already been developed. However, the data you use must be accurate and current.)

- A. What was the role of the Chief Elected Official in developing the plan? [WIA, Section 118(a)]
- B. What local workforce investment board, transition board or existing body had oversight for the development of this local plan? If there was no such body, how will you create a responsible entity? [WIA Section 117(d)(4)]
- C. Describe the process used to provide an opportunity for public comment, including comment by the Chief Elected Official; the local workforce investment board and youth council; other local governing bodies; educators; vocational rehabilitation agencies; service providers; community-based organizations; and migrant seasonal farmworker representatives. Describe the process used to

get input for the plan prior to submission. [WIA Section 118(c)(1) and WIA Section 118(b)(7)]

- D. How were comments that were in disagreement with the draft plan considered in developing the final plan? [*State Planning Guidance* I B. and WIA, Section 112(b)(9)]
- In an attachment, include comments that represent disagreement with the local plan. [WIA, Section 118(c)(3)]
- E. Describe the method used to make copies of the local plan available through public hearings, and through the local news media and the Internet. [WIA, Section 118(c)(2)]
- F. What other organizations were involved in the development of the local plan? How were they involved?

II. LOCAL VISION AND GOALS

The federal *Planning Guidance and Instructions for Submission of the State's Strategic five-year Plan* indicates that "a vision creates organizational alignment around a picture of a transformed future. It propels the organization toward achieving difficult but attainable strategic goals. Vision drives systematic improvements and produces outcomes. It is dynamic, not static."

In this section, identify your broad strategic economic and workforce development goals (e.g., "All people who want to work can find jobs. There will be a growing number of business start-ups. Fewer people will rely on welfare assistance.") Describe the shared vision of how the local WIA workforce investment system will support attainment of these goals.

- A. What is your vision for your local workforce investment system, and how will your system appear at the end of the five-year period covered by this plan? [*State Planning Guidance* II B.] [WIA, section 117(d)(1)] Some specific questions that must be answered are:
1. In five years, describe how your local system will integrate services. [WIA, Section 117(d)(1) and Section 118(a)]
 2. What programs and funding streams will support service delivery through the One-Stop system? [WIA, Section 121(b)(1)(B)]
 3. Typically, what information and services will be provided and how will customers access them? How will the goal of universal access be

achieved? [20 CFR Part 652, et al., Interim Final Rule (I)(A), State Planning Guidance II.B. bullet 3]

4. How will Wagner-Peyser Act and unemployment insurance services be integrated into the local system? [WIA, Section 121(b)(1)(B)(xii), State Planning Guidance II B bullet 5]
 5. How will the local workforce investment system help achieve the goals of the State's workforce investment, welfare, education, and economic development systems? [WIA, Section 118(a)(b)(1) State Planning Guidance II B bullet 6]
 6. How will the youth programs be enhanced to expand youth access to the resources and skills they need to succeed in the State's economy? [WIA, Section 111(d)(2) and 112(a)]
- B. What are your board's broad strategic economic and workforce development goals? What steps will you take to attain these goals? [*State Planning Guidance II A.*]; [WIA, Section 118(a)]
- C. Identify organizations involved in the development of your local vision and goals.

III. LABOR MARKET ANALYSIS

The *Planning Guidance and Instructions* request information on key trends expected to shape the economic environment during the next five years, including the implications of these trends in terms of overall employment opportunities by occupation, key occupations, the skills needed to attain local occupational opportunities, growth industries and industries expected to decline, customer demographics, and the sources of data used to gather this information. Where appropriate, identify any regional economic development needs and describe how the local area will be involved in them.

In this section identify the needs of businesses, job training, and education seekers, economic development professionals, and training providers in your workforce investment area. Are these the same or different than those present in the previous service delivery area(s)? If different, how can the needs be better met by the new, local workforce investment system? To complete this section, answer the following questions.

- A. What are the workforce investment needs of businesses, job-seekers and workers in the local area? [WIA, Section 118(b)(1)(A)]

- B. How will the needs of employers be determined in your area? [*State Planning Guidance* IV.B.6. and WIA, Section 118 (b)(1)(A)]
- C. What are the current and projected employment opportunities in the local area? [WIA, Section 118(b)(1)(B)]
- D. What job skills are necessary to obtain such employment opportunities? [WIA, Section 118(b)(1)(C)]

IV. LEADERSHIP

As stated in the *Federal Register* of April 15, 1999, "The Department [of Labor] believes that changing from the existing JTPA Private Industry Councils to local workforce investment boards is essential to the reforms of WIA [Interim Final Rule §661.305]. The Department [of Labor] strongly encourages all eligible areas to create new, fully functional local boards as early as possible, and is committed to providing assistance to facilitate such changes."

In this section describe how authority will be exercised by the local workforce investment board. [WIA, Sections 117(b)(3) and 117(d)(1)]

- A. If an interim board was responsible for development of this plan, how will the plan and authority to oversee its implementation under WIA Section 117(d)(4) be transferred to the new local workforce investment board?
- B. What circumstances constitute a conflict of interest for a local board member, including voting on any matter regarding provision of service by that member or the entity that s/he represents, and any matter that would provide a financial benefit to that member? [WIA, Section 117(g)(1)(2)]
- C. How will the local board provide a leadership role in developing policy, implementing policy, and oversight for the local workforce investment system? [WIA Section 117(d)(4)]
- D. How will the local board assure the local system contributes to the achievement of the State's strategic goals?[WIA, Section 118(a)]
- E. How will the local board meet the WIA requirement that neither the local board nor its staff provide training services without a written waiver from the Governor? [WIA, Section 117 (f)(1)(A) and (B)]
- F. How will the local board ensure that the public (including persons with disabilities) have access to board meetings and activities including local board

membership, notification of meetings, and meeting minutes? [WIA Section 117(e)]

V. LOCAL ONE-STOP SERVICE DELIVERY SYSTEM

The cornerstone of the new workforce investment system is One-Stop service delivery, which makes available numerous training, education, and employment programs through a single customer-focused, user-friendly service delivery system at the local level. The One-Stop system must include at least one comprehensive physical center in each local area that must provide core services and access to programs and services of the One-Stop partners. The system may also include a network of affiliated One-Stop sites and specialized centers that address specific needs.

In this section describe how services will be coordinated through the One-Stop service delivery system.

- A. Describe the One-Stop delivery system in your local area. [WIA, Section 118(b)(2)]. Include a list of the comprehensive One-Stop centers and the other service points in your area.
- B. Describe the process used for selecting the One-Stop operator(s) [WIA, Section 121(d)(2)(A)] including the appeals process available to entities that were not selected as the One-Stop operators. [Interim Final Rule § 667.600 (b)(1)]
- C. How will services provided by each of the One-Stop partners be coordinated and made available in the local One-Stop system? [WIA, Section 121(c)(2)]
- D. What is your plan for delivery of core and intensive services? [WIA Section 117(f)(2)]
- E. How will these coordinated and leveraged resources lead to a more effective local system that expands the involvement of business, employers, and individuals? [*State Planning Guidance* IV.B.3. and WIA, Section 112(b)(10) and Section 121(c)(2)(A)(ii)]
- F. Describe how the local system will meet the needs of dislocated workers, displaced homemakers, low-income individuals such as migrant and seasonal farmworkers, public assistance recipients, women, minorities; individuals training for non-traditional employment, veterans, individuals with multiple barriers to employment, older individuals, people with limited English speaking ability, and people with disabilities. [*State Planning Guidance* IV.B.4. and WIA, Section 112(b)(17) and Section 118(b)(4)]

- G. When allocated adult funds are limited, what criteria will you use in determining priority of service to ensure recipients of public assistance and other low-income individuals for intensive and training services?
[WIA, Sections 134(d)(4)(E), 118(b)(4), State Planning Guidelines IV B 5]
- H. How will the local system ensure non-discrimination and equal opportunity, as well as compliance with the Americans with Disabilities Act? [WIA Section 188(a)(2), State Planning Guidance IV B.4.]
- I. How will systems to determine general job requirements and job lists, including Wagner-Peyser Act provisions be delivered to employers through the One-Stop system in your area? [*State Planning Guidance* IV B.6. and WIA, Section 121(b)(1)(B)(ii)]
- J. What reemployment services will you provide to Worker Profiling and Reemployment Service claimants in accordance with Section 3(c)(e) of the Wagner-Peyser Act? [*State Planning Guidance* I B.7. and WIA, Section 121(b)(1)(B)(ii)]
- K. How will you ensure that veterans receive priority in the local One-Stop system for Wagner-Peyser funded labor exchange services? [*State Planning Guidance* IV.B.9. and WIA, Section 121(b)(1)(B)(ii)]
- L. What role will Local Veterans Employment Representative/Disabled Veterans Outreach Program Services (LVER/DVOPS) have in the local One-Stop system? How will you ensure adherence to the legislative requirements for veterans' staff? [*State Planning Guidance* IV.B.10., 322, 38 USC Chapter 41 and 20 CFR Part 1001-120]
- M. How will you provide Wagner-Peyser Act-funded services to the agricultural community—specifically, outreach, assessment and other services to migrant and seasonal farmworkers, and services to employers? How will you provide appropriate services to this population in the One-Stop system? [*State Planning Guidance* IV B.11.]
- N. How will the local board coordinate workforce investment activities carried out in the local area with the statewide rapid response activities? [(WIA, Section 118(b)(5)]
- O. How do your rapid response activities involve the local board and the Chief Elected Official? [WIA, Section 118(b)(5), *State Planning Guidance* IV B.13.b.]

P. What rapid response assistance will be available to dislocated workers and employers and who will provide them? [WIA, Section 118(b)(4)(5), *State Planning Guidance* IV B.13.c.]

Q. Describe and assess the adult and dislocated worker employment and training services that will be available in your local area. [WIA, Section 118 (b)(4)(5)]

R. MEMORANDUM OF UNDERSTANDING:

WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. As referenced on page 6, a copy of each MOU must be included with the plan. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in concrete terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

1. The MOU must describe: [WIA, Section 121(c)(1)(2)(A)(B)]

- a. What services will be provided through the One-Stop system.
- b. How the costs of services and operating costs will be funded, including cost-sharing strategies or methodologies.
- c. What methods will be used for referral of individuals between the One-Stop operator and partners.
- d. How long the MOU will be in effect.
- e. What procedures have been developed for amending the MOU.
- f. Other provisions consistent or as deemed necessary by the local board.

2. Identify those entities with whom you are in the process of executing an MOU. Describe the status of these negotiations. [Interim Final Rule §662.310(b)]

3. What process will the local board use to document negotiations with One-Stop partners who fail to participate or sign an MOU? How will you inform the state board when negotiations have failed? [Interim Final Rule §662.310(b)]

VI. YOUTH ACTIVITIES:

As a way to connect youth to workforce investment resources, WIA requires youth programs to be connected to the One-Stop system. WIA requires improved youth

opportunities and Youth Councils to be part of local workforce investment systems. Youth councils have authority to develop the youth-related portions of the local plans, to recommend youth service providers to the local boards, to coordinate youth services, and to conduct oversight of local youth programs and eligible providers of youth programs.

In this section describe the strategies and tactics to develop a comprehensive service delivery system for eligible youth, and discuss how that system will be coordinated through the One-Stop system.

- A. Describe your local area's efforts to construct a youth council , and what the role(s) of the Youth Council will be. [WIA, Section 117 (h)(1)(2)(3)(4)]
- B. How will youth services be connected with your One-Stop delivery system? [Interim Final Rule § 664.700]
- C. Describe how coordination with Job Corps, Youth Opportunity Grants, and other youth programs in your local area will occur, e.g. School-to-Career. [WIA Section 112(b)(18)(C) and 117(h)(2)(vi), State Planning Guidance, IV B. 14.]
- D. Describe and assess the type and availability of youth activities in the local area. Include an identification of successful providers of such activities. [WIA, sections 118(b)(6)]
- E. What is your local area's strategy for providing comprehensive services to eligible youth, including any coordination with foster care, education, welfare, and other relevant resources? Include any local requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. [WIA Section 112(b)(18)(A), Interim Final Rule §664.400, State Planning Guidance, IV B. 14]
- F. Describe how your local area will meet the Act's provisions regarding the required youth program design elements: [WIA, Section 129(c)(2)(A) through (J)]
 - 1. Preparation for post-secondary educational opportunities;
 - 2. Strong linkages between academic and occupational learning;
 - 3. Preparation for unsubsidized employment opportunities;
 - 4. Effective linkages with intermediaries with strong employer connections;
 - 5. Alternative secondary school services;

6. Summer employment opportunities;
7. Paid and unpaid work experience;
8. Occupational skills training;
9. Leadership development opportunities;
10. Comprehensive guidance and counseling;
11. Supportive services; and
12. Follow-up services. [Interim Final Rule §664.450(a)(1) through (6)(b), *State Planning Guidance*, IV B.15.]

VII. ADMINISTRATIVE REQUIREMENTS

- A. What competitive process will be used to award grants and contracts for youth services in your local area? [WIA Section 118 (b)(9), 112(b)(18)(B) and Section 123]
- B. What competitive and non-competitive processes will be used at the local level to award grants and contracts for activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts? [WIA, Section 118(b)(9)]
- C. What entity will serve as the local grant recipient and be responsible for disbursing grant funds as determined by the Chief Elected Official? [WIA Section 117(d)(3)(B)(i)(I)(II)(III) and 118(b)(8)]
- D. What criteria will the local board use in awarding grants for youth activities, including criteria used by the Governor and local boards to identify effective and ineffective youth activities and providers? [WIA Section 112(b)(18)(B), *State Planning Guidance* III B.1.f.]
- E. What is your local area's definition regarding the sixth youth eligibility criterion, ("an individual who requires additional assistance to complete an educational program, or to secure and hold employment"). [WIA Section 101(13)(C)(vi)]

VIII. ASSURANCES

- A. The Local Workforce Investment Board and its staff assure that it will establish, in accordance with section 184 of the Workforce Investment Act, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the Local

Workforce Investment Board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]

- B. The Local Workforce Investment Board assures that it will comply with WIA, Section 184(a)(6), which requires the Governor to, every two years, certify to the Secretary that it has:
 - 1. Implemented the uniform administrative requirements referred to in WIA, Section 184(a)(3);
 - 2. Annually monitored local areas to ensure compliance with the uniform administrative requirements as required under WIA, Section 184(a)(4); and
 - 3. Taken appropriate action to secure compliance pursuant to WIA, Section 184(a)(5).
- C. The Local Workforce Investment Board assures that compliance with the confidentiality requirements of WIA, Section 136(f)(3).
- D. The Local Workforce Investment Board assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. [WIA, Section 181(b)(7)]
- E. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA, Section 188, including an assurance that Methods of Administration have been developed and implemented.
- F. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- G. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA, Section 189(c).
- H. The Local Workforce Investment Board certifies that the Wagner-Peyser Act Plan, which is part of this document, has been certified by the State Employment Security Administrator. [State Planning Guidance VI. 11.]
- I. The Local Workforce Investment Board certifies that veterans' services provided with Wagner-Peyser Act funds will be in compliance with 38 U.S.C. Chapter 41 and 20 CFR part 1001.
- J. The Local Workforce Investment Board certifies that Wagner-Peyser Act-funded labor exchange activities will be provided by merit-based public employees. [State Planning Guidance VI. 13.]

- K. The Local Workforce Investment Board certifies that Workforce Investment Act section 167 grantees, advocacy groups as described in the Wagner-Peyser Act (e.g., veterans, migrant and seasonal farmworkers, people with disabilities, UI claimants), the State monitor advocate, agricultural organizations, and employers were given the opportunity to comment on the Wagner-Peyser Act grant document for agricultural services and local office affirmative action plans, and that affirmative action plans have been included for designated offices.
- L. The Local Workforce Investment Board assures that it will comply with the current regulations, 20 CFR part 651.111, to develop and submit affirmative action plans for migrant and seasonal farmworker Significant Offices in the local workforce area which are determined by the Department of Labor, to be in the highest 20% of MSFW activity nationally.
- M. The Local Workforce Investment Board has developed this Plan in consultation with local elected officials, local workforce boards, the business community, labor organizations and other partners. [WIA Section 118(a)]
- N. The Local Workforce Investment Board assures that it will comply with section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the American's with Disabilities Act of 1990 (42 USC 12101 et seq).
- O. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.

IX. PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This plan represents the _____ Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This plan is submitted for the period of _____ through _____ in accordance with the provisions of the Workforce Investment Act.

Workforce Investment Board Chair

Signature

Name

Title

Date

Chief Elected Official(s)

Signature

Name

Title

Date

PRELIMINARY LOCAL PLANNING INFORMATION
PERFORMANCE MEASURES FOR
WORKFORCE INVESTMENT ACT, TITLE 1, SUBTITLE B

Section 136(c)(2) of the Workforce Investment Act (WIA) requires that the Local Workforce Investment Board, the Chief Elected Official and the Governor negotiate and reach agreement on the local levels of performance which are based on State adjusted levels of performance. WIA Section 136(b) requires that the Secretary of Labor and the Governor reach agreement on state levels of performance for each of the core indicators of performance and the customer satisfaction indicator for the first three program years covered by the State Plan.

In order to begin this process, the U.S. Department of Labor (DOL), Region VI, has requested that states produce data on the proposed WIA performance measure calculations, based on unemployment insurance wage records, using the most recent Job Training Partnership Act (JTPA) population. States may also choose to produce data on Job Service program participants as a substitute, or proxy, population for participants who will receive intensive services under WIA. Participants who receive intensive services under WIA are to be included in the WIA performance measurements.

Local Workforce Investment Areas (local areas) will have this data based on current JTPA Service Delivery Area configurations and October 1999 JTPA populations. No regression analysis will be applied to this data. Local areas that target special population service needs should use this information as part of the negotiation process.

The attached sheet is the format California plans to use to submit the negotiated levels as part of the State Plan. In order for the State to plan and negotiate effectively with DOL, local plans will use the same format when planning and negotiating levels with the State. The format reflects each of the performance indicators for adult, dislocated worker, youth (19-21), and youth (14-18). Local plans will also address the strategies that will be used to achieve the customer satisfaction performance indicator.

Local Area Performance Negotiations Matrix
Title I Core and Customer Satisfaction Performance Indicators

Performance Indicator	PY 2000	PY 2001	PY 2002	Additional Information
ADULTS				
Entered Employment Rate				
Retention Rate				
Earnings Gain				
Credentialing Rate				
DISLOCATED WORKERS				
Entered Employment Rate				
Retention Rate				
Earnings Gain				
Credentialing Rate				
YOUTH (19-21)				
Entered Employment Rate				
Retention Rate				
Earnings Gain				
Credentialing Rate				
YOUTH (14-18)				
Diploma or Equivalent Attainment Rate				
Skill Attainment Rate				
Retention Rate				
Credentialing Rate				
CUSTOMER SATISFACTION				
EMPLOYER Customer Satisfaction				
PARTICIPANT Customer Satisfaction				

CALIFORNIA WIA PLANNING AND TRANSITION SCHEDULE

State	Locals	Activity	Start Date	Finish Date	1999								2000					
					May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
X		Governor Davis establishes California Workforce Investment Board (State Board)	10/10/99								◆							
X		Governor Davis appoints members of State Board (estimated)	10/11/99	12/01/99							▶	▶						
X		State Board Member Orientation	12/02/99	12/25/99								▶	▶					
		LOCAL AREA DESIGNATION																
X		Develop application process	06/01/99	08/06/99		▶	▶	▶										
	X	Submit local designation applications	08/09/99	09/07/99				▶	▶									
X		Release listing of local areas requesting designation	11/19/99								◆							
X		State Board makes recommendations to Governor on local area designations (tentative)	01/07/00	01/10/00								▶						
X		Issue press release announcing local Workforce Investment Area designations	01/15/00															
		PLANNING ACTIVITIES																
		STATE WIA PLAN DEVELOPMENT																
X		Prepare draft State plan	08/01/99	01/03/00				▶	▶	▶	▶	▶	▶					
X		Release draft State Plan for review and comment period	01/04/00	02/04/00									▶	▶				
X		Proposed regional public meetings on draft plan (tentative)	01/24/00	01/28/00										▶	▶			
X		State Board approves State Plan	02/18/00										▶					
X		State Plan to Governor Davis for signature	03/01/00										▶					
X		State Plan signed by Governor Davis	03/24/00											▶				
		State Plan approved by Dept. of Labor	03/28/00	07/06/00											▶	▶	▶	▶
		LOCAL BOARD MEMBERSHIP CRITERIA AND APPLICATION PROCESS																
X		Develop local board membership criteria and application process	06/01/99	01/07/00							▶	▶	▶					
X		Release discussion draft of local board application on CalWIA website for comment	11/01/99															

California WIA Planning and Transition Schedule (con't)

[illegible]

**CALIFORNIA OFFICE OF WORKFORCE INVESTMENT
WORK ASSIGNMENTS**

FUNCTION	LEAD	PHONE (916 AREA CODE)
State Plan Development and Coordination	Kathy Castillo (State) Linda Rogaski (State) Jose Luis Marquez (Local)	654-7027 657-0294 654-9957
State Board Establishment/Orientation	Linda Rogaski	654-0294
Performance-Based Accountability (PBA) (SB 645)	Megan Juring	653-0885
Workforce Investment Act Performance Measures/Interfaces with PBA	Megan Juring Ron Addy	653-0885 654-8037
Eligible Training Provider List Consumer Information System	Ron Addy	654-8037
Individual Training Accounts	Beverly Roberts	657-2496
Local Planning Coordination	Norma McKay	654-6873
Local Workforce Investment Area Designation	Charles Adame Javier Romero	654-7988 653-7184
Local Workforce Investment Board Criteria for Certification	Sue Bristow Ralph Vatalaro	657-1667 657-1667
Local Planning Guidelines	Jane Canty Roberta Blagg Margaret Mack	654-2772 653-7913 657-2375
Youth Services and Program Design	Sue Bristow Martha Overman	657-1667 654-7765
One-Stop Operator	Jane Canty	654-2772
Waiver Process	Javier Romero	653-7184

Initial California Local Plan Review Checklist

Criteria and Responses Based on California Local Planning Guidance

LOCAL AREA: _____
Format specifications (see page 5-6, <i>Local Planning Guidance and Instructions</i>) Executive Summary (2 pages max, giving 5-year overview of proposed system and local board's economic & workforce investment goals)
I. PLAN DEVELOPMENT PROCESS (Description of Plan development process, including involvement of Chief Elected Official and local system partners. The process should demonstrate a public comment period, allowing for business and labor input as well as input from other partners. It should also take into account other, related planning documents within the local area) a) Role of CEO b) Responsible Body or Board c) Public comment process d) Consideration of comments in disagreement with plan 1) attachment showing disagreeing commentary e) Public access to plan through hearings, news media, and the Internet f) Other Organizations involved in plan development
II. LOCAL VISION AND GOALS (Goals should directly support a vision defining the broad, strategic planning for the local workforce investment system. Partners involved in the development of this vision should be identified. The vision describes how programs and funding will be integrated and services streamlined, currently and in five years.) a) Vision over 5 years (see pg. 9-10 <i>Local Planning Guidance and Instructions</i> , items 1-6) b) Broad strategic economic and workforce development goals c) Organizations involved in development of the vision
III. LABOR MARKET ANALYSIS (The plan outlines key trends expected to shape the economic environment over the next five years and compares these trends to those identified during earlier planning efforts under prior SDA(s) for the area. The analysis includes employer needs, client demographics, and skill requirements for obtaining local occupational opportunities.) a) Local workforce investment needs b) How will needs of employers be determined? c) Current & projected employment opportunities in local area? d) Job skills needed to attain those opportunities

Initial California Local Plan Review Checklist

Criteria and Responses Based on California Local Planning Guidance (con't)

IV. LEADERSHIP (The plan describes how the Local Board reflects WIA requirements in terms of representation and the ability to be fully functional in providing assistance to facilitate change. The plan indicates how the local board is similar or different from the previous board and how it will provide leadership oversight for the local workforce investment system.)

- a) Transference of interim board authority
- b) Conflict of interest provisions
- c) Provision of leadership role in policy development and implementation
- d) Local board assurance that the local system contributes to statewide goals
- e) Prohibition of LWIB direct service delivery w/out waiver
- f) Assurance of public access to board meetings

V. ONE STOP DELIVERY SYSTEM (The plan describes how services will be coordinated through the One Stop Service Delivery System. At least one physical, comprehensive One Stop must exist in each workforce investment area. The plan must also identify other WIA service points. Integration and coordination of services should be described as well as access for all local customer groups—veterans, disabled persons, migrant farm workers, etc. Administrative elements such as criteria for determining service priority, processes for operator selection, and MOU development should also be included. The plan should also explain coordination with other local planning efforts—i.e. Wagner-Peyser.)

- a) Description of the One Stop system in the local area
- b) Process for selecting operator(s)
- c) Service coordination
- d) Delivery of core and intensive services
- e) Leveraging of funds to create a more effective system with business and other client involvement
- f) Needs of dislocated workers, displaced homemakers, migrant farm workers, etc.
- g) Criteria for determining priority service when there are limits on adult funds
- h) Non-discrimination & EEO, including ADA compliance
- i) General job requirements/Wagner Peyser
- j) Reemployment services for worker profiling re Wagner Peyser
- k) Veterans service priority
- l) LVER/DVOPS role
- m) Wagner-Peyser/agricultural community
- n) Coordination of local Rapid Response (RR) activity with statewide activities
- o) CLEO/Local Board involvement in RR
- p) RR activities available to dislocated workers/employers
- q) Describe the adult and dislocated worker employment & training services available
- r) **MEMORANDA OF UNDERSTANDING (MOU'S):** The plan references umbrella or singular MOU's between the local boards and each of the one-stop partners concerning the operation of the One Stop system. The MOU should state in concrete terms, partner contributions and the mutual methodologies used in overseeing One Stop operations. Plan contents should address the following at a minimum:
 - 1. Incorporation of WIA 121 (c) (2)...services to be provided; operating costs; referral methods; term of the MOU; amendment procedures; and other provisions as deemed necessary by the local board.
 - 2. Status of negotiations and identification of entities or parties to the negotiations
 - 3. Local Board process for entities failing to sign.

A copy of the umbrella MOU or of each, singular MOU must accompany each local plan submitted, per WIA requirements ([Section 118 [b] [2]][B]).

Initial California Local Plan Review Checklist

Criteria and Responses Based on California Local Planning Guidance (con't)

VI. YOUTH ACTIVITIES (The plan describes a comprehensive youth service system, fully utilizing existing resources. It should be coordinated with other youth programs and providers, through the One Stop system. The plan also reflects ability to meet WIA provisions for required elements such as preparation for post secondary educational activities and preparation for employment.)

- a) Description of Youth Council or efforts to form council
- b) Youth service connection to One Stop
- c) Coordination with Job Corps, Youth Opportunity Grants, etc.
- d) Type and availability of youth activities in local area
- e) Strategy for providing comprehensive youth services, including services for youth with special needs
- f) Description of youth program design elements

VII. ADMINISTRATIVE REQUIREMENTS (The plan outlines a thorough description of funding processes for awarding grants, indicating fair and equal consideration of all potential providers. Public information processes for competitive procurement should be indicated, along with criteria for awarding providers and contractors.)

- a) Competitive procurement processes
- b) Competitive and non competitive processes, including information provided as to availability of WIA and related funding
- c) Entity to serve as the local grant recipient
- d) Criteria for awarding youth activity funding including factors used in identifying effective and ineffective youth activities and providers
- e) Local area definition regarding sixth youth criterion.

VIII. ASSURANCES (The plan addresses each of the areas listed for assurances and certifications and attests to compliance with WIA and related federal and State statutes and regulations.)

- a) Fiscal control & accountability in accord with WIA 184
- b) Certification re WIA 184 (a) (6) for uniform admin requirements
- c) Compliance with confidentiality provisions of WIA 136
- d) Assurance re not using funds for or against union organizing
- e) Compliance with WIA Section 188, re non discrimination
- f) Compliance with data collection requirements of WIA 188
- g) Compliance with grant procedures
- h) Certification re Wagner-Peyser
- i) Certification re Wagner-Peyser service to veterans
- j) Certification re Wagner-Peyser and civil service
- k) Ability to comment on plan given to targeted groups
- l) Compliance with Migrant Seasonal Farm Worker plans and/or regulations
- m) Assurance that this plan was developed in concert with other partners
- n) Compliance with Section 504 of the Rehabilitation Act
- o) Assurance that funds will be spent in accordance with WIA and related federal and State laws.